



## **Recruitment Management System (RMS) Upgrade Update**

RMS HR Users,

This update includes information on the following topics:

- ☒ RMS Website Updates and Reminders
- ☒ RMS HUB – What Is It and How Does It Work?
- ☒ RMS Linking to Agency Career/Jobs Webpages

### **☒ RMS Website Updates and Reminders**

#### **RMS Site - Available April 21, 2015**

As of April 21, 2015, agencies must use the upgraded Recruitment Management System (RMS) for all new job postings. The addresses for the HR and Applicant websites are noted below.

Internal Site (HR Site) – <https://virginiajobs.peopleadmin.com/hr>

External Site (Applicant Site) – <https://virginiajobs.peopleadmin.com>

#### **Former RMS 5.8 Site – Available until April 21, 2016**

The former RMS 5.8 site will be available until April 21, 2016. Agencies should continue to manage their recruitments in this system until the job posting moves to a final status of filled or cancelled. **As of April 15, 2015 at 5:00 pm all job postings in the 5.8 site should have been closed and agencies should no longer be accepting applications in the 5.8 site.**

Internal Site (HR Site) - <https://jobs.agencies.virginia.gov/hr>

#### **Training Sites – Available April 16, 2015**

Agencies could begin using the training sites on April 16, 2015. The training sites will contain agency specific data. To start, the training sites will only contain job postings and users accounts that were exported in the April 3, 2015 data load. The training sites will update on the first and third Saturday of each month similar to the current training sites. The training sites **replace** the Sandbox Site previously used for training prior to the launch of the upgraded RMS.

Internal Site (HR Site) - <https://virginia-training.peopleadmin.com/hr>

Internal Site (Applicant Site) - <https://virginia-training.peopleadmin.com> (For internal use only - Do not distribute)

**RMS HUB** (please see the FAQs below to learn more about the RMS HUB)

As of April 21, 2015 the HUB is the centralized recruitment site for all job postings for Executive Branch agencies and for institutions of higher education. Jobs are imported nightly from the PeopleAdmin systems to this site. The web address for the HUB is noted below.

External Site (Applicant Site) - <https://jobs.agencies.virginia.gov>

### **☑ Recruitment Management System (RMS) HUB – What Is It and How Does It Work?**

#### **What is the RMS HUB?**

The RMS HUB serves as the Commonwealth's centralized recruitment site for state employment opportunities. The "HUB" is hosted by the vendor, PeopleAdmin (PA). The HUB serves as an aggregator – it aggregates postings from the various PeopleAdmin systems used by agencies and institutions of higher education into one location from which applicants can search for state government jobs across all agencies. The HUB is located at this web address: <https://jobs.agencies.virginia.gov>.

#### **What agencies are required to use the RMS HUB?**

Executive branch agencies and institutions of higher education are required to use the HUB. However, other agencies or organizations that are not part of the Executive branch or higher education that post job vacancies in the RMS may also use the HUB.

#### **How does the RMS HUB work?**

Agencies that currently post job vacancies directly in the RMS or in their own PeopleAdmin systems are automatically a part of the HUB. All colleges and universities with their own PeopleAdmin systems are automatically a part of the HUB. For colleges and universities, the HUB works similarly to the nightly import of job postings into the former RMS.

Job vacancies that are posted directly in the RMS and in other PeopleAdmin systems will be automatically imported nightly into the HUB.

#### **How will the nightly import affect my agency's job postings?**

When jobs are posted directly into the RMS and other PeopleAdmin systems, the postings are active immediately in those systems on the job open date. Then, these job postings will be imported during the night into the HUB. The nightly import will delay job postings to the HUB by one business day.

#### **Will the nightly import affect the 5-day minimum requirement for job postings?**

Since job postings will not show up in the HUB and be available to applicants in the centralized system until the next business day, agencies **must** add one additional day to the posting to meet the 5-day

minimum posting requirement. For example, a job is posted with a job open date of April 23, 2015. The job will be active in the individual PeopleAdmin systems immediately upon posting on April 23<sup>rd</sup>, but it will not be active in the RMS HUB until April 24<sup>th</sup>.

### **What should agencies do to account for the overnight delay for jobs to post to the HUB?**

If you are posting a job for the 5-day minimum, you **must** add one additional day to the number of posting days. If the job is posted for more than the minimum 5 days, it is not required that an extra day be added.

### **\* RMS HUB Issues**

We are aware there is an issue associated with the Agency ID on some of the job postings in the HUB. The vendor is currently working to resolve this matter. This issue does not impact your ability to post and manage jobs in the upgraded RMS or prevent applicants from applying for job vacancies. Agencies can help applicants view and apply for agency specific postings by using the RMS Agency Website Linking instructions noted below. By taking this approach, applicants will be able to bypass the HUB and go directly to the upgraded RMS (PeopleAdmin 7) to search and apply for agency specific postings.

### **☑ RMS Linking to Agency Career/Jobs Webpages**

If your agency website includes a careers/jobs webpage, you can include a link directly to a job search in the RMS for positions in your agency. Please review the [RMS Agency Website Linking Job Aid](#) posted on the [RMS Upgrade website](#). This job aid shows you how to identify and use a website link to allow applicants to specifically look for positions in your agency in the RMS.

Please continue to submit questions and suggestions to [rmsinquiry@dhrm.virginia.gov](mailto:rmsinquiry@dhrm.virginia.gov). We are receiving a high volume of questions. We will respond to your email as soon as possible. Thank you for your patience.